

APPENDIX B

CHARTER AND BY-LAWS OF THE FACULTY SENATE

CHARTER OF THE FACULTY SENATE

I. Function

The Faculty Senate of Lamar State College-Port Arthur shall serve as the official body responsible for ascertaining and relaying the advice and opinions of the faculty in matters concerning the academic activities of Lamar State College-Port Arthur, a member of the Texas State University System. The Faculty Senate shall provide information concerning faculty opinions and suggestions to the President and other members of the administration on all matters of employee relations. The Faculty Senate shall provide the administration with faculty opinion on all the following areas of concern, though its deliberations shall not be limited to them:

- A. Academic procedures.
- B. Academic standards, including admissions, progress, and graduation.
- C. Development leaves and alternative faculty development programs.
- D. Faculty recruitment and employment.
- E. Faculty research.
- F. Faculty retirement, insurance, and fringe benefits.
- G. Faculty tenure, promotion, and termination.
- H. Teaching loads.

Senate deliberation and action may result either from a request for advice and opinions by the administration or from the request of the faculty it represents. The Senate may make recommendations to the appropriate official on any matters it considers to be of concern to the welfare of the faculty.

II. Procedure

The Faculty Senate shall be organized as a legislative body. It shall elect a president and other such officers as provided for in its by-laws.

In its by-laws, the Senate shall establish rules to govern its general meetings, executive sessions, special hearings, and other procedural matters.

By-laws may be amended by majority vote, but must be proposed at the meeting prior to the vote and subsequently be submitted to the President of Lamar-Port Arthur.

The Senate shall determine a regular meeting place, hour, and day for its monthly meetings. Minutes of the Faculty Senate shall be sent to the President, the Vice-President for Academic Affairs, the Deans of Academic and Technical Programs, other members of the administration, and all faculty members.

The Senate shall meet at other times on the request of the President, the Vice President for Academic Affairs, the President of the Senate, or on the written request of five members of the Senate.

III. Initiative and Referendum

Twenty percent of the voting faculty or a simple majority of the voting faculty of a particular instructional department may petition the Faculty Senate to consider a specific proposal, which it must do at its next meeting.

If twenty percent of the voting faculty request a referendum on a specific issue, the Senate must submit the issue to a vote of the entire voting faculty. A simple majority is sufficient to approve such proposals.

When a vacancy occurs in the office of the President, the Faculty Senate shall ascertain the recommendation of the faculty by recognized research techniques and shall serve as the official voice of the faculty in relaying the recommendation to the Chancellor and to the Board of Regents, with a copy to the officer in charge of the campus.

IV. Structure and Organization

Members of the Senate shall be elected for two-year terms staggered (one-half being elected in April of each year). The terms of office shall begin with the first day of the fall semester. Holdover senators and newly elected senators will elect officers in May for the coming year, but during the summer months, the senate and officers of the preceding year shall continue in office.

Tenured or contract faculty members, excluding those at the level of Dean or above, shall be eligible for election to the Senate if they have completed one year of service at Lamar State College-Port Arthur by the end of the current academic year. All members of the voting faculty shall be eligible to serve on the Faculty Senate.

The Faculty Senate shall consist of seven members each from the two program divisions at Lamar State College-Port Arthur: Academic and Technical. For every five voting faculty members within a division above a base of fifteen, that division shall have the privilege of electing one additional Senator. Librarians of faculty status shall be regarded as members of the Division of Academic Programs.

The number of Senators to be elected by each division shall be determined from information supplied by the Vice-President for Academic Affairs by March 15 of every year. The Vice-President for Academic Affairs is responsible for the conducting the election of Senators.

If a vacancy occurs, the Vice-President for Academic affairs will conduct an election in the division in which the vacancy occurs, if no alternate is available.

In addition, for every twenty (20) non-contract faculty members, the non-contract faculty shall have the privilege of electing one Senator. All non-contract faculty members who have completed at least one year's service by the end of the previous academic year and who have expressed an interest shall be eligible to serve. All non-contract faculty members, regardless of length of service, shall be eligible to vote. The non-contract Senators shall be elected at the beginning of the academic year and shall serve one-year terms from election to election.

BY-LAWS OF THE FACULTY SENATE

(Not part of official policy, included for faculty information only)

I. Meetings

The Senate shall hold a regular meeting during the first week of each month, September through May, or, if the institution is not in session the first week of a particular month, September through May, the Senate shall hold its regular meeting during the first week the institution is in session for that month.

Special meetings may be called as stated in the Charter under "Procedure." All faculty members below the level of Dean are welcome to the meetings of the Faculty Senate except in rare cases when either of the officers or the Senate deem a closed meeting is necessary. Visitors will be allowed the floor only by Senate invitation.

The full-time, non-administrative staff of Lamar State College-Port Arthur, including library staff, shall have the privilege of choosing a representative who shall have the right to attend all open meetings of the Senate and who shall have the right to speak from the floor, but shall not vote.

The Faculty Senates of Lamar University-Beaumont, Lamar-Orange, and the other member institutions of the Texas State University System shall each have the privilege of choosing a representative who shall have the right to attend all open meetings of the Senate and who shall have the right to speak from the floor, but shall not vote.

II. Officers

The officers shall be a President, a Vice President, and a Secretary. Officers shall be elected annually in May by the members of the following year's Senate. Officers may be nominated by a nominating committee appointed by the incumbent President or from the floor. An officer may be re-elected to the same office for two consecutive years but after two years in that office, he/she must step down. After a lapse of one year, he/she is eligible again for election.

III. Duties of Officers

The President shall preside at all meetings, appoint committees, and serve as the official representative of the Faculty Senate in situations where such representation is necessary or desirable. With the Vice President and the Secretary, the President shall set priorities for the monthly agenda.

The Vice President shall carry out all duties of the President when the President is absent. The Secretary shall write and distribute minutes and announcements, take care of general correspondence, and be custodian of all Senate records, policies and proceedings. In the absence of both President and Vice President, the Secretary shall preside until a president pro-tem can be elected. The Secretary shall issue the call for April Senate elections and shall receive the results of the elections.

IV. Resignation of Officers

In case of the resignation of the President, the Vice-President shall become President and assume the duties of that office. In case of a vacancy in the office of Vice President or Secretary, there shall be an election held to fill that office. EXCEPTION: If less than one semester remains in that office, the Executive Committee may choose to fill the vacancy by appointment.

V. Agenda

An agenda for each regular meeting shall be established, and the membership informed, as far in advance as possible but with never less than seven days' notice. New business not on the agenda may be introduced, but no action shall be taken until a later meeting unless a two-thirds majority of those attending agree to a suspension of the rules. A formal agenda is not necessary when a special meeting for emergency discussion and action is called.

VI. Voting

Each senator, including the officers, shall have one vote. Senators shall be regarded as either present or absent; there shall be no substitutes and no proxies. A quorum shall be a simple majority.

VII. Resignation of Senators

At the time of the election in April, the appropriate number of senators and up to five alternate senators will be elected in each division. The alternates shall be chosen from the remaining candidates on the ballot and shall be ranked based on the number of votes received. A tie shall be resolved by a random drawing. In the case of the resignation of a senator during his/her term of office, the Executive Committee shall notify the next ranked alternate to complete the unexpired term of the resigning senator. Exception: if the absence of a senator is temporary (i.e., two months or less), the Executive Committee may appoint a replacement for the brief period of time of the original senator's absence.

VIII. Procedures

In all circumstances not covered by the Charter or the By-laws, Rules of Order shall prevail.

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